

Travel Information – CoE/CIS/NYC Tech Travelers

All travelers should be familiar with the University Travel Policy:

<http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/finance/universitytravel.cfm>

Advances (Travel):

- Travel advances are available to travelers when funds are needed prior to the travel dates.
- Complete a Travel Advance Form listing anticipated expenses. <https://www.coecis.cornell.edu/ftc/FTC-Forms.cfm>
- Travel advances should be requested in close proximity to the travel dates, at least 10 days prior to departure date.
- Receipts must be submitted to clear the advance within 30 days after completion of the trip.

Business Purpose:

- Provide a clear and descriptive explanation for the purpose of the trip. If being charged to a sponsored project, the purpose should directly relate to the project. The purpose should be understandable by an outside party.

Foreign Travel:

- If foreign travel exceeds one week, the Internal Revenue Service (IRS) requires evidence that business activities constituted at least 75 percent of the total time away from home. The traveler should document the daily business activities.
- If charging a federally sponsored project for the cost of foreign travel, the airfare must be purchased from a US Flag Carrier unless certain exemption reasons apply. If you are unable to purchase from a US Flag Carrier, contact the FTC for guidance prior to the purchase.

Lodging:

- The university requires original, detailed receipts for all lodging, whether domestic or foreign.
- If charging the travel to a sponsored account, the hotel folio is required. Web receipts from Travelocity, Expedia (etc.) are not considered sufficient documentation.
- Choose lodging that has reasonable single room rates.
- The university's online Travel Portal includes information on hotels and motels offering discounted rates to university employees. <http://www.campustravel.com/university/cornell/>
- If staying in a private residence, Cornell will reimburse reasonable expenses for a token gift of appreciation. A receipt for the token gift should be submitted with the reimbursement request.

Meals:

- Cornell allows the use of either the receipt method or *per diem* method. One method must apply for an entire trip.

Per Diem Method

- Requires an overnight stay.
- No receipts required, except for hosted meals (e.g., business meeting with alumni/donors) in which the traveler pays for the entire meal. An itemized receipt should be submitted and the per diem will be adjusted to reflect that meal. Names of attendees must be included.
- The *per diem* rate is based on the rate in effect on the dates of the trip and the location of the night's lodging.
- The meal per diem rate includes meals, beverages, tips, and taxes. (e.g., tips to waiters, hotel staff).
- 75% of per diem is provided on the first and last day of travel.
- Travelers should record any meals provided so per diem can be adjusted accordingly.

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Receipt Method

- Traveler should submit an original meal receipt for any meal in which they are seeking reimbursement.
- Whenever possible, regardless of the dollar amount, meal receipts should be itemized (e.g., itemized credit card slips, itemized cash register receipts, etc.).
- Receipt method is required for day trips in which no overnight stay occurred.

Personal Travel Combined with Business Travel:

- The University will only reimburse for the business portion of a trip.
- You will need to provide evidence to support the business portion of the trip and the allocation between the business and personal expenses.
- Obtain a quote at the time of ticketing to document the incremental costs that will be treated as personal expenses and include it with your reimbursement request.
- If, for other than a university business purpose, the traveler takes an indirect route, or interrupts a direct route, reimbursement for travel costs will be either the actual cost or the costs that would have been incurred by traveling the direct route by the most economical means, whichever is less.
- Please clearly identify personal days when submitting your reimbursement request.

Reimbursements:

- Reimbursement requests need to be submitted within 30 days of the completion of each trip.
- There are 2 methods of requesting reimbursements:
 - Complete the FTC travel checklist, attach original receipts and submit to the FTC for processing.
<https://www.coecis.cornell.edu/ftc/FTC-Forms.cfm>
 - Complete your reimbursement via the online travel system, print the trip cover sheet, attach original receipt and submit to the FTC for processing.
Instructions and forms regarding travel reimbursements are located on the FTC website:
<https://www.coecis.cornell.edu/ftc/Travel-Reimbursements.cfm>
- Expedite your reimbursement by enrolling for ACH direct deposit for your reimbursement. Complete the ACH form <http://www.dfa.cornell.edu/payments/processing/reimbursements/ach.cfm> and fax it to 255-0866.

Transportation:

- The traveler should select a mode of transportation that is cost-effective and efficient.

Airfare:

- When making business travel reservations, purchase the lowest possible coach airfare that meets your business needs.
- Cornell does not reimburse for tickets acquired with frequent flyer miles.
- If there is a compelling business reason to purchase **premium airfare**, your dean, vice president, vice provost, or his or her direct designee must approve the premium airfare in advance, and the traveler should include the approval in the request for reimbursement. Otherwise, you will be reimbursed for coach airfare.
- Premium airfare is allowed without prior approval on international flights with flight time greater than six hours if the additional expense is permitted by the funding source.
- Costs in excess of coach fare cannot be charged to a sponsored award. The difference between coach and premium airfare must be charged to an unrestricted account.

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Airport Parking:

- If you are on official university business, you may obtain Cornell's parking discount at the Tompkins Regional Airport. To do so, show your Cornell ID at the parking booth.

Car Rentals:

- The university has preferred supplier agreements with Hertz Corporation, Enterprise Rent-A-Car, and National Car Rental for all local, nationwide, and international rentals.
- If you rent from a preferred supplier and submit the rental car corporate I.D. number for that supplier, insurance is provided to you at no additional cost for domestic rentals for business travel.
- If you are renting from a non-contracted rental company or did not automatically receive coverage, the following insurance types are **required** and reimbursable: Loss Damage Waiver (LDW), Collision Damage Waiver (CDW) and Liability Insurance (LI).
- The following insurance types are **NOT** reimbursable: Personal Accident Insurance (PAI) and Personal Effects Insurance (PEI).

Personal Vehicles:

- A traveler should review his or her personal vehicle insurance coverage before using a personal vehicle on a business trip, because the traveler's insurance is the primary insurance coverage.
- Reimbursement for using a personal vehicle can be based on business miles traveled (most direct route) using the IRS mileage rate or submission of gas receipts.
- The university will not provide reimbursement for (a) repairs to your personal vehicle, even if these costs result from business travel, or (b) travel between a personal residence and your regular work location.

Unreceipted Miscellaneous Travel Expenses under \$75:

- Cornell does not require receipts for miscellaneous travel expenses below \$75, although the traveler is still required to indicate the nature of the expense, the date, the location, and the dollar amount.

Examples include:

- Local transportation (taxi, metro, bus)
- Hotel mailing, fax, phone or internet costs
- Airport or hotel parking

*Lodging, meals, and transportation to/from the travel destination (airfare, train, auto etc.) are **NOT** misc. travel expenses.

Please contact the CoE CIS FTC with any travel questions: ftccoecis@cornell.edu